

**MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON TUESDAY, JANUARY 15, 2019 IN THE MEN'S LOUNGE, CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ.**

A Regular Meeting of the Planning Commission of the Town of Clarkdale was held on Tuesday, January 15, 2019 at 4:00 p.m., in the Men's Lounge, Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

**Planning Commission:**

Chair	Ida-Meri de Blanc	Present
Vice Chair	John Erickson	Present
Commissioners	Jorge Olguin	Present
	Craig Backus	Present
	Ben Kramer	Present

**Staff:**

Community Development Director	Jodie Filardo
Planning Manager	Beth Escobar

1. **CALL TO ORDER:** Chair de Blanc called the meeting to order at 4:00 p.m.
2. **ROLL CALL:** Director Filardo called the roll and welcomed new member Kramer.
3. **PUBLIC COMMENT:** The public is invited to provide comments at this time on items that are not on this agenda. Action taken as a result of public comment will be limited to directing Staff to study the matter, or scheduling the matter for further consideration and decision on a later agenda, as required by the Arizona Open Meeting Law. Each speaker is asked to limit comments to **FIVE MINUTES**.

There was no public comment.

4. **MINUTES:**

- a. Consideration of the **Regular Meeting Minutes of December 18, 2018.** **Commissioner Olguin moved to approve the Regular Meeting Minutes of December 18, 2018. Commissioner Backus seconded. The motion passed unanimously.**

Voting Member	Aye/Nay
Chair Ida de Blanc	Aye
Vice Chair John Erickson	Aye
Commissioner Olguin	Aye
Commissioner Backus	Aye
Commissioner Kramer	Aye

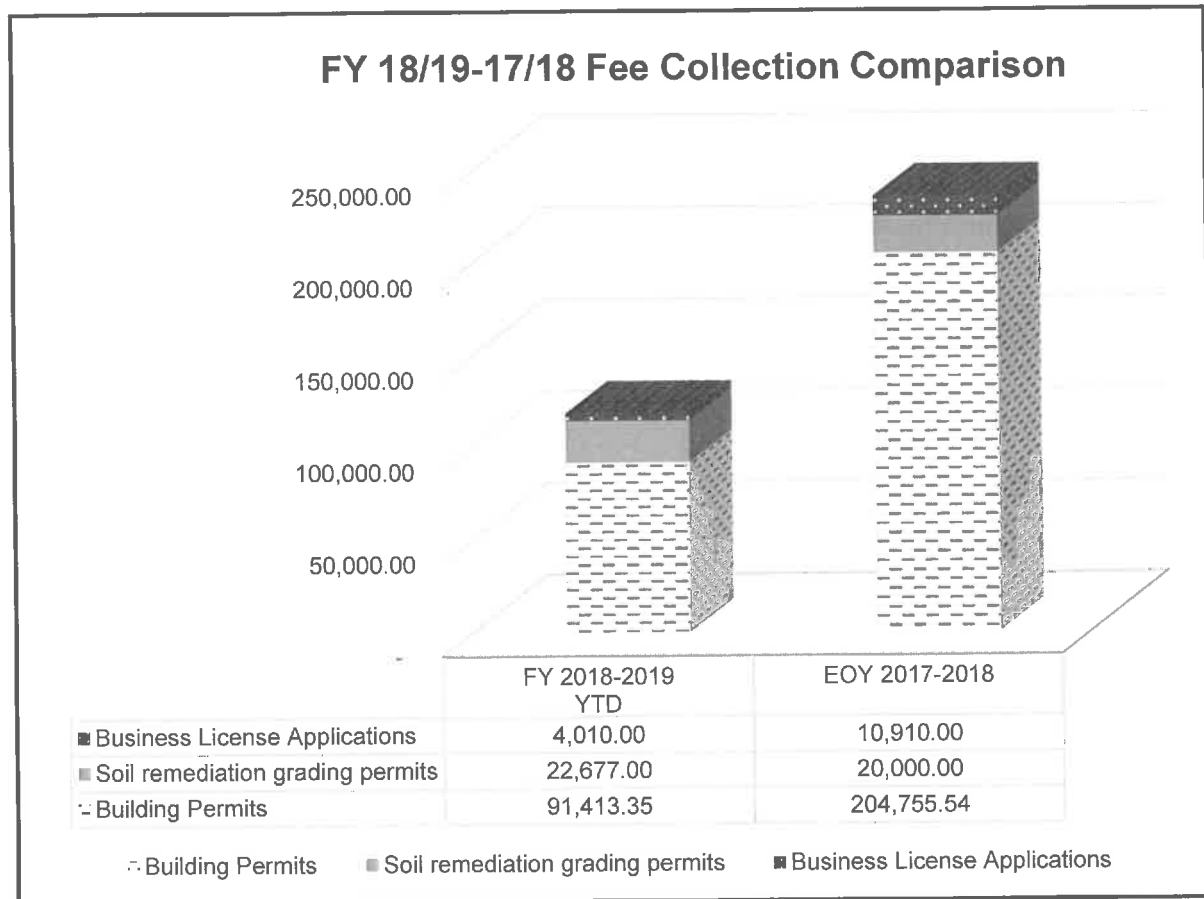
## 5. REPORTS:

**Chairpersons and Members Report:** None

### **Director's Report:**

**YTD Metrics as of December 2018 (50% of new fiscal year) –**

**Building Permit Fees Collected = 114% of annual goal of \$100,000.**  
**Business License Applications = 57% of annual goal of \$7,000.**



**Open Projects – Balances due reflect permits awaiting pickup in CDD**

\*\*\* PROJECT TYPE RECAP \*\*\*

PROJECT TYPE	# OF PROJECTS	BALANCE
ACC - ACCESSORY STRUCTURE	14	50.00
BL - BOUNDARY LINE ADJUSTMENT	1	0.00
BP - BUILDING OTHER	8	0.00
BP - BUILDING REMODEL	12	0.00
BPR - BUILDING RESIDENTIAL	53	5,347.65
CU - CONDITIONAL USE	1	0.00
DECKS - DECKS	1	0.00
DM - DEMOLITION	1	0.00
DRB - DESIGN REVIEW BOARD	6	0.00
EG - EXCAVATING & GRADING	6	0.00
ELECTRICAL - SOLAR	53	0.00
EP - ELECTRICAL	2	0.00
GSM - GRADING - SOIL REMED.	229	0.00
MH - MANUFAC HOME	1	0.00
MLD - MINOR LAND DIVISION	1	0.00
PL - PLUMBING	4	0.00
RE-ROOF - RE-ROOF	8	0.00
SG - SIGN	2	0.00
SPR - SITE PLAN REVIEW	1	0.00
WF - WALL/FENCE	18	475.00
*** TOTALS ***	422	5,872.65

**Project updates.**

Crossroads at Mingus Park Completion Deadline. The completion date for the Copper Penny Park was extended by Council at the December 11<sup>th</sup> meeting via an amendment to the current development agreement between the Town and the Developer in exchange for one additional year of maintenance to be provided by the Developer. The new date by which the Park must be completed and accepted by the Town is November 30, 2019.

ASU Project Cities Application. While the Town was not the primary city selected as this year's project city, Clarkdale is the runner-up. In addition, ASU is conferring with the Town on January 13<sup>th</sup> to explore the possibility of working on one of our project requests during the upcoming fiscal year as the reviewing team was impressed with the array of opportunities in Clarkdale. Further information will be forthcoming.



Marketing. Clarkdale shines in the December 4th Arizona Office of Tourism email newsletter, Tourism Tuesday. A snowy shot from the Verde Canyon Railroad is the opening photo. And the opening of the new Bodega Pierce Tasting room in Clarkdale is featured in the news section of Tuesday's newsletter. Follow the link to the newsletter.

<https://arizonaofficeoftourism.cmail19.com/t/ViewEmail/r/338FECD8DAA97EEE2540EF23F30FEDED/263C29941B2E84EF907C5D7C792C0FF8>.

The excerpt from the newsletter follows:

Heart of Arizona Wine Country Just Got Bigger With 23rd Tasting Room

***Camp Verde Bugle***

Bodega Pierce opened its tasting room in Clarkdale earlier this month, making it the 23rd in the Verde Valley, according to the Verde Valley Wine Trail map. The maps can be found at the newest tasting room, where owner Michael Pierce of Clarkdale was pouring a glass of his wine for a customer last Friday. Wine enthusiasts can check off a box on the wine map as they visit each tasting room.

2022 General Plan:

Planning staff is developing a process to commence the 2022 General Plan update sometime in mid-2019. This includes choosing elements (outside those required by state statute) recommended to be included in the update, looking at format options for the plan, and outlining a public engagement process. Staff hopes to use innovative methods of public engagement to involve a broad spectrum of the community in crafting the 2022 plan.

ARS Section 9-461.05 & 06 require five topics, all of which were already encompassed in Clarkdale's 2012 General Plan. Mike is putting together a skeleton document that roughly parallels the framework of the 2012 General Plan. The preliminary idea is to develop the new plan with new data and text and then assemble it into the framework.

Once a draft framework is ready, a work session with Council will be scheduled to ascertain specific direction.

#### Experience Clarkdale

Guss created an Experience Clarkdale YouTube video for the new business Wm. Hemphill Artisan Furniture. Bill Hemphill, a local artist with a passion for sustainability, creates his handmade furniture from renewable, beautiful wood. Aspiring to have a piece of furniture in every home and business in his community, Bill's philosophy is to deliver high quality, custom, handmade furniture. Because of its simple design and the diversity of raw materials, he can create a beautiful piece to fit any budget. For more information about Bill's business, check out <https://industrialcraftsmanfurniture.com/>.

#### Broadband Pilot Program

The Rural Utility Service of the USDA issued an entry in the Federal Register outlining a new Reconnect Program aimed at improving rural broadband rates. To qualify, existing available service speeds at the terrestrial level must be less than 10 MB down and less than 1 MB up. Following the review of the Federal Register, staff reached out to a consulting team with whom VVREO worked in the past to find out whether or not they would be pursuing the program in our area. Awards available vary from a grant only to a grant/loan combination to a loan only award. Application dates and possible award amounts vary as well. To gather some cursory information regarding speeds, staff contacted a few residents for information – two in the foothills area and one in the Palisades subdivision. Based on their speed tests results, these areas would qualify as eligible for consideration for this program. Before an application could be completed, more information is required. Further review of the options continues, although the application process looks robust and very detailed.

#### Code Enforcement

Staff investigated a complaint from a property owner stating a neighbor's fence has been constructed on their property. A visual inspection of the properties indicate this may be correct. A letter has been sent to the property owner with the possible encroachment requesting proof the fence placement matches what was shown on the building permit – placement within the property.

#### **Central Business District updates:**

**901 Main Street.** In discussions initiated by Community Development with Deborah Butitta, the realtor for the building at the corner of Main and Ninth Streets, we explored the owners' desires to sell the building as opposed to working on tenant improvements in order to lease the building. Deborah indicated she has received recent requests to segment the building into 1,000 sq. ft. shops from individuals only wanting to sign up for 1,000 sq. ft., not the entire building. The owner is not interested in carving up the building into smaller shops at this time. Due to this conversation and discussions regarding the Town's ownership of electronic copies of some of the original drawings for this building, electronic copies were distributed via Dropbox to the realtor and the owners' office for use in conversations with potential buyers.

**917 Main Street.** In December, the owners submitted the updates to the paint colors on this building, the former Clarkdale pharmacy also known as the Bluff Building for approval. The main body of the building is remaining light yellow and the mauve trim is being replaced with grey.

When commercial building colors are substantially the same as existing, Community Development approves the colors administratively to facilitate the sprucing up of historic Main Street.

EXTERIOR WALL COLOR		EXTERIOR TRIM COLOR	
Paint Color Brand:	Dunn-Edwards	Paint Color Brand:	Dunn-Edwards
Paint Color Name:	Color Match existing yellow and "Earthy Beige"	Paint Color Name:	"Portland Twilight"

9<sup>th</sup> Annual Clarkdale Car Show. Register at the [ClarkdaleCarshow.com](http://ClarkdaleCarshow.com) site through Signup Genius to volunteer.



**6. NEW BUSINESS:**

- a. BOARD MEMBER TRAINING:** Town Clerk Mary Ellen Dunn will be presenting this training to include discussion regarding open meeting law, public records, how to conduct a meeting and other items related to the role of a board member.

Town Clerk Mary Ellen Dunn presented the training to the Commission. Clarification was given on conflict of interest items, when to recuse yourself, and to leave the building for a recusal.

Commissioner Kramer pointed out the definition of a public record is if information is shared between two people. Town Clerk Mary Ellen agreed this was correct.

**No action was taken on this item.**

**7. OLD BUSINESS:**

- a. DISCUSSION/POSSIBLE ACTION** regarding amendments to Chapter Nine – Landscape Design Standards – of the Zoning Code of the Town of Clarkdale

Planning Manager Escobar summarized the staff report.

**Background:**

The Planning Commission reviewed the proposed changes to the Landscape Design Standards in a public hearing on December 18, 2018 and provided input to the proposed draft.

The following changes were made to the draft in response to this discussion:

- Section 9-020:
  - Added language about applying the ordinance to Planned Area Developments.
  - Added language about moving properties closer to compliance when alterations to existing sites and structures are being proposed.
- Section 9030:
  - Added language allowing 15 percent of all landscaping to be plants that are not on the approved plant list and establishing criteria for these plants. This change allows for flexibility in landscape design as well as accommodating new plant development.
- Section 9-060:
  - Softened language requiring a shut-off date for the irrigation system.
  - Altered language regarding replacement of dead plants to allow for a review of the landscape design when plants are at maturity to determine whether plants need to be replaced.
- Section 9-070:
  - Changed language regarding minimum size to address the concern that trees with a two-inch diameter at breast height (dbh) are expensive.

**Action Needed**

Staff is hoping these changes address the comments from the Commission and the revised ordinance can be move forward to Town Council for consideration.

**Commission Discussion:**

- Commissioner Olguin asked how the proposed 15 percentage would be calculated? Planning Manager Escobar stated from the total tree count.
- The Commissioners discussed the parameters for minimum tree size in Section 9-070 and agreed the language should be changed to 15 gallon size and/or minimum of 3 feet in height.

**Commission Action: Commission Olguin moved to direct staff to forward the draft ordinance to Council. Vice Chair Erickson seconded the motion. The motion passed unanimously.**

Voting Member	Aye/Nay
Chair Ida de Blanc	Aye
Vice Chair John Erickson	Aye
Commissioner Olguin	Aye
Commissioner Backus	Aye
Commissioner Kramer	Aye

8. **FUTURE AGENDA ITEMS:** None, there will be no regular meeting in February.

9. **ADJOURNMENT:**

**Commissioner Backus moved to adjourn the meeting. Commissioner Kramer seconded the motion. The meeting was adjourned at 4:55 .**

APPROVED BY:



Ida de Blanc  
Chairperson

SUBMITTED BY:



Beth Escobar  
Planning Manager